UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/53/502
15 October 1998

ORIGINAL: ENGLISH

Fifty-third session
Agenda item 119

HUMAN RESOURCES MANAGEMENT

Amendments to the Staff Rules

Report of the Secretary-General

1. Staff regulation 12.3 provides that the full text of provisional staff rules and amendments shall be reported annually to the General Assembly.

2. Unless otherwise indicated, the amendments contained in the present report will be effective from 1 January 1999.

A. 100 series

3. The 100 series of the Staff Rules, applicable to all staff except those appointed under the 200 or 300 series of the Staff Rules, was published as Secretary-General's bulletin ST/SGB/Staff Rules/1/Rev.9 of 1 March 1997 and amended by ST/SGB/1998/7-ST/SGB/Staff Rules/1/Rev.9/Amend.1 of 1 March 1998. The text of the amendments introduced by the present report is set out in the annex below.

4. New rules 101.1, 101.2 and 101.3 were noted by the General Assembly in its resolution 52/252 of 8 September 1998.

5. A new rule 101.4, Hours of work and official holidays, will replace previous staff rules 101.2, Hours of work, and 101.3, Official holidays, to implement General Assembly resolution 52/214 of 22 December 1997 and decision 52/468 of 31 March 1998.

6. Previous staff rules 101.4, Change of official duty station, and 101.5, Inter-agency loans and other movements, which were not affected by the new rules noted by the General Assembly in resolution 52/252, will be renumbered 101.5 and 101.6, respectively.

98-30910 (E) 301098

/...

7. Staff rule 103.20, Education grant, is amended to simplify the current rule, to align the requirement for duration of appointment for eligibility for the special education grant with the corresponding requirement for the regular education grant, and to provide for a new appendix G to the rules, setting out the amounts of the grant payable, as determined by the International Civil Service Commission on the basis of the methodology approved by the General Assembly.

8. Staff rule 103.22, Mobility and hardship allowance, is amended to simplify the current rule.

9. Staff rule 104.13, Permanent appointment, is amended by the deletion of subparagraphs (a) (ii) and (b) (ii), to eliminate the five-year review of permanent appointments, which is no longer necessary in view of the close monitoring of the performance of staff members, on an annual basis, through the performance appraisal system.

10. Staff rule 104.14, Appointment and Promotion Board, is amended by the deletion of paragraph (f) (ii) b, to reflect the amendment of rule 104.13.

11. Staff rule 106.2, Sick leave, is amended to simplify the current rule.

12. Staff rule 107.21, Excess baggage and unaccompanied shipments, is amended to simplify the current rule.

13. Staff rule 107.27, Removal costs, is amended to simplify the current rule.

B. 200 series

14. The 200 series of the Staff Rules, applicable to staff specifically recruited for service with technical cooperation projects, was published in Secretary-General's bulletin ST/SGB/Staff Rules/2/Rev.8 of 1 June 1995, as amended by ST/SGB/Staff Rules/2/Rev.8/Amend.1 of 1 March 1996 and ST/SGB/1998/5-ST/SGB/Staff Rules/2/Rev.8/Amend.2 of 1 March 1998. The text of the amendments introduced by the present report is set out in the annex below.

15. Staff rule 201.3, Hours of work and official holidays, is amended to implement General Assembly resolution 52/214 and decision 52/468.

16. Staff rule 203.8, Education grant, is amended to simplify the current rule, and to provide for a new appendix III to the rules, setting out the amount of the grant payable, as determined by the International Civil Service Commission on the basis of the methodology approved by the General Assembly.

17. Staff rule 203.11, Mobility and hardship allowance, is amended to simplify the current rule.

18. Staff rule 206.3, Sick leave, is amended to simplify the current rule.

19. Staff rule 207.13, Education grant travel, is cancelled in the light of the amendment and simplification of rule 203.8.

20. Staff rule 207.20, Excess baggage and unaccompanied shipments, is amended to simplify the current rule.

C. 300 series

21. The 300 series of the Staff Rules, applicable to staff specifically engaged for short-term service and assignments of limited duration, was published in Secretary-General's bulletin ST/SGB/Staff Rules/3/Rev.5 of 1 January 1994. The text of the amendments introduced by the present report is contained in the annex below.

22. Staff rule 301.2, Hours of work and official holidays, is amended to implement General Assembly resolution 52/214 and decision 52/468.

23. Staff rule 306.2, Sick leave, is amended to harmonize its provisions with amended rules 106.2 and 206.3.

24. A new staff rule 309.6, Last day for pay purposes in case of death, extends to staff serving on appointments of limited duration a benefit provided to other staff by rules 109.10 and 209.11, under which a lump-sum payment is made to the surviving spouse and dependent children of a staff member who dies while in the service of the Organization.

25. Previous staff rule 309.6, Certification of service, will be renumbered 309.7.

ANNEX

Text of amendments to the Staff Rules

A. 100 series

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Rule 101.4

Hours of work and official holidays

(a) The Secretary-General shall set the normal number of working hours per week for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require. A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

(b) The number of official holidays at each duty station shall be ten days in each year, including those official holidays mandated by the General Assembly, which shall be observed at all duty stations. When an official holiday falls on a non-working day, the preceding or following working day which is closest to the holiday shall be observed as an official holiday.

(c) The official holidays not mandated by the General Assembly shall be determined by the Secretary-General at Headquarters, and by the head of office at other duty stations, after staff consultation.

Rule 101.5

Change of official duty station

[Previously rule 101.4]

Rule 101.6

Inter-agency loans and other movements

[Previously rule 101.5]

Chapter III

SALARIES AND RELATED ALLOWANCES

Rule 103.20

Education grant

Definitions

(a) For the purposes of this rule:

(i) "Child" means a child of a staff member who is dependent on the staff member for main and continuing support;

(ii) "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(iii) "Home country" means the country of home leave of the staff member under rule 105.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent;

(iv) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Eligibility

(b) Subject to conditions established by the Secretary-General, a staff member shall be entitled to an education grant in respect of each child, provided:

(i) The staff member is regarded as an international recruit under rule 104.7 and resides and serves at a duty station which is outside his or her home country;

(ii) The child is in full-time attendance at a school, university or similar educational institution;

(iii) The appointment or assignment of the staff member is for a minimum of six months or, if initially for a period of less than six months, is extended so that total continuous service is at least six months.

(c) If a staff member eligible under paragraph (b) is reassigned to a duty station within his or her home country in the course of a school year, he or she may receive the education grant for the balance of that school year.

(d) The Secretary-General may also authorize payment of the education grant during mission service of not less than six months to a staff member regarded under rule 104.6 as a local recruit at his or her normal duty station.

Duration

(e) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier;

(ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(f) The amounts to which a staff member may be entitled under the grant are set out in appendix G to the present rules.

(g) The amount of the grant to be paid when the staff member's period of service or the child's school attendance does not cover the full scholastic year shall be prorated under conditions defined by the Secretary-General.

Travel

(h) A staff member to whom an education grant is payable under paragraphs (i), (ii) or (iv) of appendix G in respect of the child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, under conditions established by the Secretary-General.

(i) Two return journeys may be paid for children of eligible staff serving at designated duty stations, under conditions established by the Secretary-General.

Tuition in the mother tongue

(j) Tuition in the mother tongue under staff regulation 3.2 (c) may be reimbursed subject to conditions established by the Secretary-General.

Special education grant for disabled children

(k) A special education grant for disabled children shall be available to staff members of all categories, whether or not they are serving in their home country, provided that they have an appointment of six months or longer or have completed six months of continuous service. The amounts to which a staff member is entitled under the grant are set out in appendix G to the present rules, under conditions established by the Secretary-General.

Claims

(l) Claims for the education grant shall be made in accordance with conditions established by the Secretary-General.

Rule 103.22

Mobility and hardship allowance

General provisions

(a) As an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods, a non-pensionable allowance composed of three elements - mobility, hardship and non-removal - shall be payable to staff members at rates approved by the General Assembly, under conditions set out in this rule and supplemented by the Secretary-General.

(b) Staff in the Professional category and above and in the Field Service category, and internationally recruited staff in the General Service category, shall be eligible for payment of the allowance when they have been initially appointed under these rules to a duty station, or reassigned to a new duty station, under conditions which normally involve payment of the assignment grant.

Mobility element

(c) The mobility element of the allowance shall be payable provided that:

(i) The staff member is eligible under paragraph (b) above and has served in the United Nations common system for a period of five consecutive years;

(ii) The staff member is assigned to a second or subsequent duty station. However, in the case of staff serving at headquarters duty stations or other duty stations classified in the same category for the purpose of this rule, three previous assignments shall be required, of which at least two must have been at duty stations classified at hardship levels established by the Secretary-General.

(d) The mobility element of the allowance may be adjusted under terms and conditions established by the Secretary-General.

Hardship element

(e) The hardship element of the allowance shall be payable to eligible staff members who are assigned to duty stations which carry a hardship entitlement, as determined by the Secretary-General. This element shall be payable at the level of the hardship classification of the duty station for the duration of the staff member's assignment.

Non-removal element

(f) The non-removal element of the allowance shall be payable to eligible staff members who, on assignment to a duty station, did not have an entitlement to removal costs under rule 107.27, provided that an entitlement to the assignment grant exists.

(g) Where the assignment is for two years or longer, removal costs under rule 107.27 shall normally be paid in the case of service at headquarters duty stations or other duty stations classified in the same category; the non-removal element shall normally be paid in the case of service at all other duty stations.

(h) Payment of the non-removal element shall be limited to a period of five years at one duty station, with a possible extension of up to two years on an exceptional basis.

Chapter IV

APPOINTMENT AND PROMOTION

Rule 104.13

Permanent appointments

Delete subparagraphs (a) (ii) and (b) (ii).

Rule 104.14

Appointment and Promotion Board

Delete paragraph (f) (ii) b.

Chapter VI

SOCIAL SECURITY

Rule 106.2

Sick leave

(a) Staff members who are unable to perform their duties by reason of illness or injury, or whose attendance at work is prevented by public health requirements, will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General.

Maximum entitlement

(b) A staff member's maximum entitlement to sick leave shall be determined by the nature and duration of his or her appointment in accordance with the following provisions:

(i) A staff member who holds a fixed-term appointment of less than one year shall be granted sick leave at the rate of two working days per month of contractual service;

(ii) A staff member who holds a probationary appointment or a fixed-term appointment of one year or longer but less than three years shall be granted sick leave of up to three months on full salary and three months on half salary in any period of twelve consecutive months;

(iii) A staff member who holds a permanent or indefinite appointment, who holds a fixed-term appointment for three years or who has completed three years of continuous service shall be granted sick leave of up to nine months on full salary and nine months on half salary in any period of four consecutive years.

Uncertified sick leave

(c) A staff member may take uncertified sick leave of not more than three consecutive working days at a time, for up to seven working days in a calendar year, when incapacitated for the performance of his or her duties by illness or injury. Part or all of this entitlement may be used to attend to family-related emergencies, or for paternity leave in case of birth or adoption of a child, in which case the limitation of three consecutive working days shall not apply.

Certified sick leave

(d) Sick leave taken by a staff member in excess of the limits set in paragraph (c) above requires approval in accordance with conditions established by the Secretary-General. When those conditions are not met, the absence shall be treated as unauthorized in accordance with rule 105.1 (b) (ii).

Sick leave during annual leave

(e) When sickness of more than five working days in any seven-day period occurs while a staff member is on annual leave, including home leave, sick leave may be approved subject to appropriate medical certification.

Obligations of staff members

(f) Staff members shall inform their supervisors as soon as possible of absences due to illness or injury. They shall promptly submit any medical certificate or medical report required under conditions to be specified by the Secretary-General.

(g) A staff member may be required at any time to submit a medical report as to his or her condition or to undergo a medical examination by the United

Nations Medical Service or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this rule.

(h) A staff member shall immediately notify a United Nations medical officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. In such a case, or in the case of any other condition which may affect the health of others, the Medical Director shall decide whether the staff member should be excused from attendance at the office. If so, the staff member shall receive full salary and other emoluments for the period of authorized absence.

(i) A staff member, while on sick leave, shall not leave the duty station without the prior approval of the Secretary-General.

Review of decisions relating to sick leave

(j) Where further sick leave is refused or the unused portion of sick leave is withdrawn because the Secretary-General is satisfied that the staff member is able to return to duty and the staff member disputes the decision, the matter shall be referred, at his or her request, to an independent practitioner acceptable to both the Medical Director and the staff member or to a medical board.

(k) The medical board shall be composed of:

(i) A medical practitioner selected by the staff member;

(ii) The United Nations Medical Director or a medical practitioner designated by the Medical Director;

(iii) A third medical practitioner, who shall be selected by agreement between the other two members and who shall not be a medical officer of the United Nations.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 107.21

Excess baggage and unaccompanied shipments

Excess baggage

(a) For the purpose of these rules, "excess baggage" shall mean baggage in excess of accompanied baggage carried without extra charge by transportation companies.

(b) Staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members to the extent of the difference between their free baggage allowance and the free baggage allowance in first-class air travel, subject to conditions established by the Secretary-General.

General provisions on unaccompanied shipments

(c) For the purpose of these rules, "personal effects and household goods" shall mean effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles.

(d) Unaccompanied shipments shall normally be made in one consignment, and shall be reimbursed on the basis of the maximum entitlement provided under this rule for transportation by the most economical means, as determined by the Secretary-General, between the places of departure and destination of the authorized travel of the staff member or his or her family members.

(e) Normal costs of packing, crating and lift vans, cartage, unpacking and uncrating shall be reimbursed for the unaccompanied shipments authorized under this rule, except for shipments under subparagraph (g) (i) below for which the cost of cartage only shall be paid. Costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

(f) The weight or volume of unaccompanied shipments of personal effects and household goods for which expenses are borne by the Organization under this rule shall include packing but exclude crating and lift vans.

Unaccompanied shipments on home leave, family visit or education grant travel

(g) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum of:

(i) 50 kilograms, or 0.31 cubic metres, by the most economical means, per person and in respect of each journey, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms, or 1.24 cubic metres, by the most economical means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

Unaccompanied shipments for staff appointed or assigned for less than one year

(h) On travel on appointment or assignment for less than one year, or on separation from service of staff appointed for less than one year, charges for

shipment of personal effects and household goods by the most economical means may be reimbursed up to a maximum of 100 kilograms, or 0.62 cubic metres. Where the appointment or assignment is extended for a total period of one year or longer, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlement established in paragraph (i) below. Such additional shipment, however, shall not be paid for staff appointed or assigned to special missions and who receive a mission subsistence allowance under rule 103.21.

Unaccompanied shipments for staff appointed or assigned for one year or longer

(i) On travel on appointment or assignment for one year or longer, on transfer to another duty station or on separation from service of a staff member appointed for one year or longer, charges for shipment of personal effects and household goods by the most economical means may be reimbursed up to a maximum of:

(i) 1,000 kilograms, or 6.23 cubic metres, for the staff member;

(ii) 500 kilograms, or 3.11 cubic metres, for the first family member;

(iii) 300 kilograms, or 1.87 cubic metres, for each additional family member authorized to travel at the expense of the organization.

Unaccompanied shipment as advance removal of personal effects and household goods

(j) On travel on appointment, assignment, transfer or separation from service of a staff for whom removal costs will be paid under staff rule 107.27, a staff member may be reimbursed the costs of advance shipment by the most economical means up to a maximum of:

(i) 450 kilograms, or 2.80 cubic metres, for the staff member;

(ii) 300 kilograms, or 1.87 cubic metres, for the first family member;

(iii) 150 kilograms, or 0.93 cubic metres, for each additional family member

authorized to travel at the expense of the Organization. The weight or volume of any shipment under this paragraph shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph (d) of rule 107.27.

Additional shipment entitlement for international staff serving at designated duty stations

(k) Internationally recruited staff members serving at designated duty stations having difficult conditions of life and work shall be granted once a year, under conditions established by the Secretary-General, an additional shipment entitlement to the duty station by the most economical means of up to 50 kilograms, or 0.31 cubic metres, in respect of the staff member and each

eligible family member for whom the Organization has paid travel costs to the duty station.

Conversion of surface shipment to unaccompanied shipment by air

(l) When the most economical means of shipment is by surface, the entitlement may be converted to unaccompanied shipment by air under conditions established by the Secretary-General.

Staff rule 107.27

Removal costs

Eligibility for payment of removal costs

(a) An entitlement to payment of removal costs of personal effects and household goods, as defined in staff rule 107.21 (c), shall arise with respect to internationally recruited staff members, under the following circumstances, and in accordance with conditions established by the Secretary-General:

(i) On initial appointment to an established office for a period of two years or longer;

(ii) On change of duty station to an established office, provided that the staff member is expected to serve at the new duty station for a period of two years or longer;

(iii) Upon separation from service from an established office, provided the staff member had an appointment for a period of two years or longer, or had completed not less than two years of continuous service, and

a. Had been granted removal to the duty station, or to a prior duty station in the course of a period of uninterrupted service, or

b. Had been recruited at the duty station from which he or she separates, and is repatriated to the place of home leave or other location, in accordance with rule 107.1 (c).

(b) No entitlement to payment of removal costs shall arise with respect to service at a special mission.

Relationship with non-removal element of mobility and hardship allowance

(c) When an entitlement to payment of removal costs arises under paragraph (a) above, it shall normally be paid in case of service at headquarters duty stations or other duty stations classified in the same category. The non-removal element of the mobility and hardship allowance under rule 103.22, and the appropriate unaccompanied shipment under rule 107.21, shall normally be paid in lieu of removal costs in case of service at established offices classified in other categories.

Maximum entitlements

(d) Payment by the United Nations of removal costs shall be on the basis of the following:

(i) 4,890 kilograms, or 30.58 cubic metres, including packing but excluding crating and lift vans, for a staff member without a spouse or dependent child, and 8,150 kilograms, or 50.97 cubic metres, for a staff member with a spouse or dependent child residing at the official duty station. Higher maxima may be authorized if the staff member presents convincing evidence that his or her normal and necessary personal effects and household goods to be removed exceed those limits;

(ii) Normal costs of packing, crating and lift vans, cartage, unpacking and uncrating shall be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment;

(iii) Transportation of personal effects and household goods shall be by the most economical means, as determined by the Secretary-General;

(iv) In addition to the removal expenses under this rule, the cost of transporting a privately owned automobile to one of the duty stations designated for that purpose may be partially reimbursed under conditions established by the Secretary-General.

(e) Payment of removal expenses shall be on the basis of shipment from and to the following destinations:

(i) On appointment, from the place of recruitment or the place recognized as the staff member's home for purposes of home leave under rule 105.3, to the official duty station;

(ii) Upon separation from service, from the official duty station to any one place to which the staff member is entitled to be returned in accordance with the provisions of rule 107.1;

(iii) Payment of removal expenses from or to a place other than those specified may be authorized under terms and conditions defined by the Secretary-General. No expenses shall be paid for removing a staff member's personal effects and household goods from one residence to another at the same duty station.

Storage of personal effects and household goods

(f) When a staff member is assigned to a new duty station without payment of removal costs, from a duty station to which he or she had a removal entitlement under paragraph (a) above or would have had such entitlement on appointment from outside the duty station, the United Nations shall pay the costs of storage of personal effects and household goods, subject to conditions

established by the Secretary-General, and provided that the staff member is expected to return to the same duty station within five years.

Adjustments to entitlements

(g) Where both husband and wife are staff members and each is entitled to removal of personal effects and household goods under this rule or to unaccompanied shipment under rule 107.21, and taking into account rule 104.10 (d), the maximum entitlement to removal at United Nations expense for both spouses shall be that provided for a staff member with a spouse or dependent child residing at the official duty station.

(h) In cases where, for reasons not attributable to the Organization, the staff member has not completed the period of service in respect of which removal costs have been paid, these costs may be adjusted proportionately and recovery made under conditions established by the Secretary-General.

B. 200 series

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Rule 201.3

Hours of work and official holidays

(a) Project personnel shall observe the working hours established for the duty station, or established by the senior officer in the field in consultation with representatives of other international organizations in the area.

(b) The number of official holidays shall be ten days in each year, including those mandated by the General Assembly, which shall be observed at all duty stations and in the field. When an official holiday falls on a non-working day, the preceding or following working day which is closest to the holiday shall be observed as an official holiday.

(c) The official holidays not mandated by the General Assembly shall be determined by the Secretary-General at Headquarters, by the head of office at other duty stations, or by the senior officer in the field in consultation with representatives of other international organizations in the area.

Chapter III

SALARIES AND RELATED ALLOWANCES

Rule 203.8

Education grant

Definitions

(a) For the purposes of this rule:

(i) "Child" means a child of an individual who is dependent on that individual for main and continuing support;

(ii) "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(iii) "Home country" means the country of home leave of project personnel under rule 205.2;

(iv) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the project personnel are serving.

Eligibility

(b) Subject to conditions established by the Secretary-General, project personnel shall be entitled to an education grant in respect of each child, provided:

(i) The project personnel are in intermediate-term or long-term status and reside and serve at a duty station which is outside the home country;

(ii) The child is in full-time attendance at a school, university or similar educational institution.

(c) If eligible project personnel are reassigned to a duty station within their home country in the course of a school year, they may receive the education grant for the balance of that school year.

Duration

(d) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier;

(ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(e) The amounts to which project personnel may be entitled under the grant are set out in appendix III to the present rules.

(f) The amount of the grant to be paid when the project personnel's period of service or the child's school attendance does not cover the full scholastic year shall be prorated under conditions defined by the Secretary-General.

Travel

(g) Project personnel in intermediate-term or long-term status to whom an education grant is payable under paragraphs (i), (ii) or (iv) of appendix III in respect of the child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, under conditions established by the Secretary-General.

(h) Two return journeys may be paid for children of eligible project personnel serving at designated duty stations, under conditions established by the Secretary-General.

Tuition in the mother tongue

(i) Tuition in the mother tongue under staff regulation 3.2 (c) may be reimbursed subject to conditions established by the Secretary-General.

Special education grant for disabled children

(j) A special education grant for disabled children shall be available to project personnel in intermediate-term or long-term status, whether or not they are serving in their home country. The amounts to which project personnel are entitled under the grant are set out in appendix III to the present rules, under conditions established by the Secretary-General.

Claims

(k) Claims for the education grant shall be made in accordance with conditions established by the Secretary-General.

Rule 203.11

Mobility and hardship allowance

General provisions

(a) As an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods, a non-pensionable allowance composed of three elements - mobility, hardship and non-removal - shall be payable to project personnel at rates approved by the General Assembly, under conditions set out in this rule and supplemented by the Secretary-General.

(b) Project personnel initially appointed under these rules to a duty station, or reassigned to a new duty station, for a period of one year or longer under conditions which normally involve payment of an assignment grant, shall be eligible for payment of the allowance.

Mobility element

(c) The mobility element of the allowance shall be payable provided that:

(i) The individual is eligible under paragraph (b) above and has served in the United Nations common system for a period of five consecutive years;

(ii) The individual is assigned to a second or subsequent duty station. However, in the case of service at headquarters duty stations or other duty stations classified in the same category for the purpose of this rule, three previous assignments shall be required, of which at least two should have been at duty stations classified at hardship levels established by the Secretary-General.

(d) The mobility element of the allowance may be adjusted under terms and conditions established by the Secretary-General.

Hardship element

(e) The hardship element of the allowance shall be payable to eligible project personnel who are assigned to duty stations which carry a hardship entitlement, as determined by the Secretary-General. This element shall be payable at the level of the hardship classification of the duty station for the duration of the staff member's assignment.

Non-removal element

(f) (i) Except as provided in subparagraph (ii) below, the non-removal element shall be payable to project personnel, provided that an entitlement to assignment grant exists. Payment of the non-removal element shall be limited to a period of five years at one duty station, with a possible extension of up to two years on an exceptional basis;

(ii) Project personnel listed in rule 200.1 (a) who have an entitlement to removal costs under rule 107.27 shall not be entitled to the non-removal element.

Chapter VI

SOCIAL SECURITY

Rule 206.3

Sick leave

(a) Project personnel who are unable to perform their duties by reason of illness or injury, or whose attendance at work is prevented by public health requirements, will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General.

Maximum entitlement

(b) The maximum entitlement to sick leave of project personnel shall be determined by the duration of their appointment in accordance with the following provisions:

(i) Project personnel in short-term status may be granted sick leave at the rate of two working days per month of service;

(ii) Project personnel in intermediate-term status may be granted sick leave of up to three months on full salary and three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave in any period of four consecutive years shall not exceed nine months on full salary and nine months on half salary;

(iii) Project personnel in long-term status may be granted sick leave of up to nine months on full salary and nine months on half salary in any period of four consecutive years.

Obligations of project personnel

(c) Project personnel shall submit a monthly report on any absence due to illness, injury or public health requirements. Sick leave in excess of three consecutive working days shall be granted subject to conditions and in accordance with procedures established by the Secretary-General for the certification and approval of such leave. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified, in which case the absence shall be treated as unauthorized in accordance with rule 205.1 (d).

(d) Project personnel may be required at any time to submit a medical report as to their condition or to undergo a medical examination by the United Nations Medical Service or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs the ability of the project personnel to perform his or her functions,

the project personnel may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The project personnel shall comply promptly with any direction or request under this rule.

(e) Project personnel shall immediately notify a United Nations medical officer of any case of contagious disease occurring in their household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the project personnel should be excused from attendance at the office. If so, the project personnel shall receive full salary and other emoluments for the period of authorized absence.

(f) Project personnel, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 207.13

Education grant travel

[Cancelled]

Rule 207.20

Excess baggage and unaccompanied shipments

Excess baggage

(a) For the purpose of these rules, "excess baggage" shall mean baggage in excess of accompanied baggage carried without extra charge by transportation companies.

(b) Project personnel travelling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members to the extent of the difference between their free baggage allowance and the free baggage allowance in first-class air travel, subject to conditions established by the Secretary-General.

(c) Additional excess baggage by air may be authorized for project personnel when, in the opinion of the Secretary-General, the circumstances so warrant. Wherever possible, however, such additional excess baggage will be shipped as unaccompanied shipment by air.

General provisions on unaccompanied shipments

(d) For the purpose of these rules, "personal effects and household goods" shall mean effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles.

(e) Unaccompanied shipments shall normally be made in one consignment, and shall be reimbursed on the basis of the maximum entitlement provided under this rule for transportation by the most economical means, as determined by the Secretary-General, between the places of departure and destination of the authorized travel of the project personnel and their family members.

(f) Normal costs of packing, crating and lift vans, cartage, unpacking and uncrating shall be reimbursed for the shipment of the maximum entitlements set by this rule, except for shipments under subparagraph (h) (i) below for which the cost of cartage only shall be paid. Costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

(g) The weight or volume of unaccompanied shipments of personal effects and household goods for which expenses are borne by the Organization under this rule shall include packing but exclude crating and lift vans.

Unaccompanied shipments on home leave, family visit or education grant travel

(h) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal effects or household goods relating to travel on home leave, family visit or education grant may be reimbursed to a maximum of:

(i) 50 kilograms, or 0.31 cubic metres, by the most economical means, per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the individual, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage per person;

(ii) 200 kilograms, or 1.24 cubic metres, by the most economical means, for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

Unaccompanied shipments for project personnel in short-term status

(i) Project personnel in short-term status may be authorized the shipment of personal effects and household goods by the most economical means, up to a maximum of 100 kilograms, or 0.62 cubic metres.

Unaccompanied shipments for project personnel in intermediate-term or long-term status

(j) Project personnel in intermediate-term or long-term status may be authorized the shipment of personal effects and household goods by the most economical means, up to a maximum of 1,000 kilograms, or 6.23 cubic metres, for the individual project personnel, 500 kilograms, or 3.11 cubic metres, for the first eligible family member, and 300 kilograms, or 1.87 cubic metres, for each additional family member authorized to travel at United Nations expense.

Additional entitlements for project personnel serving at designated duty stations

(k) Project personnel serving at designated duty stations having difficult conditions of life and work shall be granted once a year, under conditions established by the Secretary-General, an additional shipment entitlement to the duty station by the most economical means of up to 50 kilograms, or 0.31 cubic metres, in respect of the individual project personnel and each eligible family member for whom the Organization has paid travel costs to the duty station.

(l) In addition to the unaccompanied shipment entitlements under this rule, the cost of transporting a privately owned automobile to one of the duty stations designated for that purpose may be partially reimbursed under conditions established by the Secretary-General.

Conversion of surface shipment entitlements to unaccompanied shipment by air

(m) When the most economical means of shipment is by surface, the entitlement may be converted to unaccompanied shipment by air under conditions established by the Secretary-General.

C. 300 series

Rule 301.2

Hours of work and official holidays

(a) The Secretary-General shall set the normal number of working hours per week for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require. A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

(b) The number of official holidays at each duty station shall be ten days in each year, including those official holidays mandated by the General Assembly, which shall be observed at all duty stations. The Secretary-General shall set for each duty station the official holidays not mandated by the General Assembly and notify the staff accordingly.

Rule 306.2

Sick Leave

Staff members appointed under these rules who are unable to perform their duties by reason of illness or injury, or whose attendance is prevented by public health requirements, will be granted sick leave in accordance with the following provisions:

(i) All sick leave must be approved on behalf of the Secretary-General;

(ii) Entitlement to sick leave shall be subject to a maximum rate of two working days for each full month of continuous service. Subject to the conditions provided in this rule, sick leave credits will be available at any time during service; however, should separation occur before the expiration date of the appointment, sick leave credits will be recalculated on the basis of the actual period of service;

(iii) Any absence of more than two consecutive working days must be supported by a medical certificate in all cases. After a staff member has taken uncertified sick leave totalling three working days within any period of six months of continuous service, any further absence from duty within that period shall either be supported by a medical certificate or charged as special leave without pay;

(iv) A staff member may be required at any time to submit a medical report as to his or her condition or to undergo a medical examination by the United Nations Medical Service or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this rule;

(v) A staff member shall immediately notify a United Nations medical officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the staff member should be excused from attendance at the office. If so, the staff member shall receive full salary and other emoluments for the period of authorized absence;

(vi) A staff member, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

Rule 309.6

Last day for pay purposes in case of death

When separation of a staff member engaged under rule 301.1 (a) (ii) results from death occurring in the course of the appointment, entitlement to salary and emoluments shall cease as from the date of death. However, when there is a surviving spouse or one or more dependent children, a lump sum of three months' gross salary less staff assessment shall be paid to the surviving spouse and any dependent children, to be divided equally among those beneficiaries.

Rule 309.7

Certification of service

[Previously rule 309.6]

APPENDIX G to the 100 series

APPENDIX III to the 200 series

Education grant entitlements applicable in cases where educational expenses are incurred in the currencies below

(Effective as of ___)

Currency	(1) Maximum admissible educational expenses and maximum grant for disabled child	(2) Maximum education grant	(3) Flat sum for board	(4) Flat sum or ceiling for boarding costs	(5) Maximum grant for staff members serving at designated duty stations	(6) Maximum admissible educational expenses (attendance only)
Part (a)						
Austrian schilling						
Belgian franc						
Danish krone		Amounts determined by the International Civil Service Commission in accordance with methodology approved by the General Assembly				
Deutsche mark						
Finnish markka						
French franc						
Irish pound						
Italian lira						
Japanese yen						
Luxembourg franc						
Monaco (French franc)						
Netherlands guilder						
Norwegian krone						
Pound sterling						
Spanish peseta						
Swedish krona						
Swiss franc						
Part (b)						
United States dollar (other than USA)						
Part (c)						
United States dollar (USA)						

Where educational expenses are incurred in any of the currencies set out in part (a) above, the applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the applicable amounts are set out in columns (1) to (6) against part (c) above. Where educational expenses are not incurred in any of the currencies set out in part (a) above or in the United States, the applicable amounts are set out in columns (1) to (6) against part (b) above.

Attendance at an educational institution outside the duty station

(i) Where the educational institution provides board, 75 per cent of the allowable costs of attendance and of the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.

(ii) Where the educational institution does not provide board, a flat sum as indicated in column (3), plus 75 per cent of the allowable costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

(iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.

(iv) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

(v) Where the educational institution provides board:

a. 100 per cent of the costs of board up to the maximum indicated in column (4); and

b. 75 per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).

(vi) Where the educational institution does not provide board:

a. A flat sum for board as indicated in column (4); and

b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column (5).

(vii) Paragraphs (v) and (vi) above are not applicable to special missions.